

**GUIDANCE MANUAL FOR INCIDENT REPORTING FORM  
FOR VOCATIONAL-TECHNICAL EDUCATION PROGRAMS AND STRUCTURED  
LEARNING EXPERIENCES**

May 2005

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for the  
New Jersey Department of Education  
Office of Vocational-Technical, Career and Innovative Programs  
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\*The Safe Schools Program is administered through the Environmental and Occupational Health Sciences Institute (EOHSI) and the University of Medicine and Dentistry of New Jersey (UMDNJ) - School of Public Health. EOHSI is a joint institute of Rutgers, The State University of New Jersey and UMDNJ-Robert Wood Johnson Medical School. The UMDNJ B School of Public Health is sponsored by the University of Medicine and Dentistry of New Jersey in cooperation with Rutgers, the State University of New Jersey and New Jersey Institute of Technology and in collaboration with the Public Health Research Institute.

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## Introduction

The New Jersey Department of Education New Jersey Administrative Code (N.J.A.C.) 6A:19-10.3 requires the following:

(a) Accidents involving vocational-technical education students, staff or others shall be reported to the Commissioner of Education on the accident reporting form supplied by the Department of Education within five working days of the occurrence.

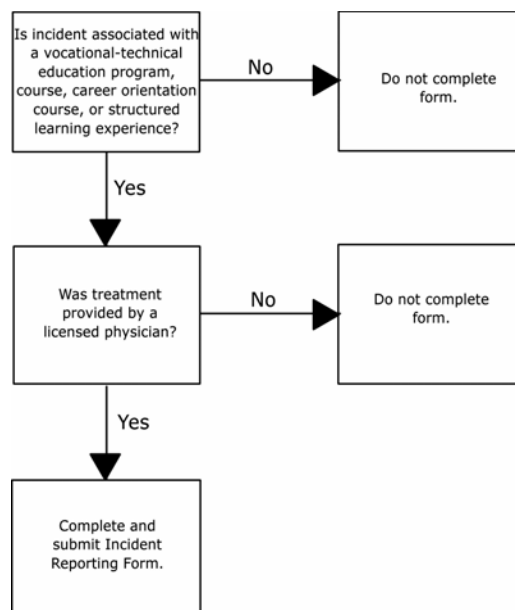
(b) A reportable accident is any accident which requires treatment by a licensed medical doctor that occurs in a vocational-technical education program, either on the school premises or at an approved off-premises training site including cooperative work training site and travel to and from that off-premises training site.

This Guidance Manual was developed to assist those individuals responsible for completing the accident reporting form supplied by the New Jersey Department of Education (NJDOE) called the AIncident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences.@ A copy of the Form is attached as Appendix A.

## What incidents must be reported?

An incident for reporting purposes is defined as an injury or illness resulting from activities associated with any of the following: a vocational-technical education program, a vocational-technical education course, a career-orientation course, a structured learning experience on or off school property; and travel to and from any off-premises training sites (see Figure 1). The injury or illness must result in treatment by a licensed physician for it to be reportable and can include school staff, students and others.

**Figure 1**  
**Reporting Decision Logic**



Incidents that occur in school parking lots, play grounds, hallways or other areas not related to vocational-technical education, career orientation courses or structured learning experiences need not be reported.

### **Who must report incidents?**

All schools, private or public, subject to the requirements of the New Jersey Department of Education, Office of Vocational-Technical, Career and Innovative Programs are required to submit all incidents classified as reportable. This includes students who are participating in career orientations and/or structured learning experiences.

### **Where do I get the Incident Reporting Form?**

The AIncident Reporting Form@ is available in Adobe Acrobat Portable Document Format (PDF) and Microsoft Word file format on the NJDOE Website. Please follow these procedures to obtain a copy of the Form:

1. Type in <http://www.state.nj.us/education> in your browser.
2. On the NJDOE homepage, click on **AVoc.-Tech. & Career Programs@** located at the bottom of the drop-down list. The drop-down list is located right above the map of New Jersey.
3. On the homepage for the AOffice of Vocational-Technical, Career and Innovative Programs,@ click on **AEducators.@**
4. On the AEducators@ page, under the sub-title **AResources,@** the first item listed is the **AIncident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences.@** You may print the form and complete as a hard copy or complete the Word version as a form file.

### **Where do I submit the Incident Reporting Form?**

You may mail the hard copy of the completed Form to:

Barry Schlegel  
UMDNJ-School of Public Health  
335 George Street  
Liberty Plaza, Suite 2200  
New Brunswick, NJ 08901-2013

You may also complete the MS Word version as a form and e-mail it to Barry Schlegel at [schlegba@umdnj.edu](mailto:schlegba@umdnj.edu)

Note: Please make sure to maintain a copy for your files.

**Who do I contact if I have questions or comments?**

You may contact Howard P. Garey if you have any questions, comments or recommendations:

Howard P. Garey  
Education Program Development Specialist  
NJ Department of Education  
Office of Vocational-Technical, Career and Innovative Programs  
P.O. Box 500  
Trenton, NJ 08625-0500  
Telephone: (609) 292-7433  
Fax: (609) 984-5347  
E-mail: [Howard.Garey@doe.state.nj.us](mailto:Howard.Garey@doe.state.nj.us)

**How quickly must a Form be submitted after an incident?**

The regulations require the incident be reported within five (5) working days of the occurrence or within five (5) working days of when the injury or illness was first identified.

**Who should complete the Form?**

The Form may be completed and signed by any individual who has been given the responsibility by the district for completing the Form. However, the person assigned to complete the Form is responsible for collecting all of the information and must ensure it is reviewed and signed by the Principal and the Safety & Health Designee. Some information, such as the description of the incident and corrective action, must be filled in by only those individuals directly supervising the vocational-technical education area involved or who is responsible for supervising the students in career orientation courses or structured learning experiences.

**Why does the New Jersey Department of Education want incidents to be reported?**

The New Jersey Department of Education compiles the information submitted to identify significant vocational-technical education safety and health risks affecting schools and significant safety and health risks affecting students who are participating in structured learning experiences. Where significant risks are identified, schools are informed of the risks so preventive action can be initiated. In addition, training and resources are provided to help reduce or eliminate the risks. Schools are also asked to investigate all incidents and implement corrective action. It must always be assumed that all incidents are preventable.

**How do I complete the Form?**

Appendix B describes each field on the Form in more detail to help you if you have any questions. In addition, Appendix C provides definitions of some of the important terms. Please use only one Form per person and complete all sections. Make sure you print clearly and legibly. It is not necessary to submit other information such as insurance forms along with the Incident Reporting Form.

**What are the most common mistakes people make in completing the Form?**

- \$ Not checking the box for Injured Person Sent to Doctor or Hospital (It must be one or the other for it to be reportable.);
- \$ Not checking the appropriate box for Career Cluster (The Career Cluster refers to the area of vocational-technical education, career orientation or structured learning experience related to the incident.);
- \$ Checking the Career Cluster box for Education and Training Services because the incident occurred in a school;
- \$ Not checking the box for Degree of Injury at Time of Awareness;
- \$ Not filling in the date and time of the incident;
- \$ Providing a narrative that is insufficient to determine what happened;
- \$ Leaving the Corrective Action area blank or writing A not applicable;@ and
- \$ Not obtaining all of the information needed to complete the Form.

**Am I required to report an incident anywhere else?**

There are other reporting requirements that may also apply. If the person injured or suffering an illness is not a student and the injury or illness resulted from work, it may need to be recorded on the NJOSH 300 log if the person is a public employee or the OSHA Form 300 if the person is a private employee. The New Jersey Department of Health and Senior Services (NJDHSS) also requires the reporting of work-related injuries in children under 18 that are treated by a physician or advanced practice nurse. This would include students in both paid and unpaid school-based structured learning experiences. In addition, you may be required to complete insurance related forms and other internal reporting requirements.

# APPENDIX A

## Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences

### INCIDENT REPORTING FORM FOR VOCATIONAL-TECHNICAL EDUCATION PROGRAMS AND STRUCTURED LEARNING EXPERIENCES

County: <input type="text"/>		CO: <input type="text"/>		District: <input type="text"/>		DIST: <input type="text"/>		School: <input type="text"/>	
<b>I. INCIDENT INFORMATION</b>									
A. PERSON									
Last Name		First Name							
B. <input type="checkbox"/> Male <input type="checkbox"/> Female									
C. <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other (specify) _____									
D. INCIDENT TOOK PLACE									
Note: Staff must also be reported on the OSHA 300									
E. INJURED PERSON SENT TO <input type="checkbox"/> DOCTOR <input type="checkbox"/> HOSPITAL									
F. GRADE <input type="checkbox"/> K-6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Adult									
G. AGE _____									
H. Did incident occur off school property? <input type="checkbox"/> Yes <input type="checkbox"/> No									
(If answer to H is "Yes," answer questions I, J, K and L)									
I. Actual hours in school on day of injury _____									
J. Actual hours at work on day of injury _____									
K. Type of Business _____ Business Location _____									
L. Student Job Title _____									
<b>II. TYPE OF VOCATIONAL-TECHNICAL EDUCATION PROGRAM/STRUCTURED LEARNING EXPERIENCES</b>									
A. CAREER CLUSTER (Mark only one)									
<input type="checkbox"/> Agriculture & Natural Resources		<input type="checkbox"/> Construction		<input type="checkbox"/> Arts & Communications Services					
<input type="checkbox"/> Business & Administrative		<input type="checkbox"/> Education & Training Svcs.		<input type="checkbox"/> Financial Services					
<input type="checkbox"/> Public Administration/Gov't Svcs.		<input type="checkbox"/> Health Services		<input type="checkbox"/> Hospitality & Tourism					
<input type="checkbox"/> Human Services		<input type="checkbox"/> Information Technology Svcs.		<input type="checkbox"/> Legal and Protective Services					
<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Wholesale/Retail Sales and		<input type="checkbox"/> Science Research & Tech. Svcs.					
<input type="checkbox"/> Logistics, Transportation, & Distribution Services									
B. CIP CODE/PROGRAM _____ C. ENROLLMENT IN CIP CODE _____									
D. STRUCTURED LEARNING EXPERIENCE (Mark only one)									
<input type="checkbox"/> Cooperative Education Service		<input type="checkbox"/> Vocational Student Organization Activity		<input type="checkbox"/> Volunteer Activity					
<input type="checkbox"/> Job Shadowing		<input type="checkbox"/> Internship		<input type="checkbox"/> Apprenticeship					
<input type="checkbox"/> School-Based Enterprise		<input type="checkbox"/> Community Service		<input type="checkbox"/> WECEP					
<input type="checkbox"/> Other (specify) _____									
E. Did incident involve a student with an Individualized Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>III. DESCRIPTION OF INJURY</b>									
A. PART OF BODY INJURED (Mark all that apply)									
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Buttocks	<input type="checkbox"/> Elbow	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg	<input type="checkbox"/> Ribs	<input type="checkbox"/> Teeth	<input type="checkbox"/> Urinary/Genital		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Chest	<input type="checkbox"/> Eye	<input type="checkbox"/> Hand	<input type="checkbox"/> Lungs	<input type="checkbox"/> Scalp	<input type="checkbox"/> Throat			
<input type="checkbox"/> Arm	<input type="checkbox"/> Collar-Bone	<input type="checkbox"/> Face	<input type="checkbox"/> Head	<input type="checkbox"/> Mouth	<input type="checkbox"/> Stomach	<input type="checkbox"/> Whisk	<input type="checkbox"/> Nose		
<input type="checkbox"/> Back	<input type="checkbox"/> Ear	<input type="checkbox"/> Finger	<input type="checkbox"/> Knee	<input type="checkbox"/> Neck	<input type="checkbox"/> Other (specify) _____				
B. APPARENT NATURE OF INJURY (Mark all that apply)									
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Bite	<input type="checkbox"/> Concussion	<input type="checkbox"/> Fracture	<input type="checkbox"/> Scalding	<input type="checkbox"/> Splinter	<input type="checkbox"/> Sprain	<input type="checkbox"/> Sting		
<input type="checkbox"/> Amputation	<input type="checkbox"/> Bruise / Bump	<input type="checkbox"/> Cut / Laceration	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Scratch	<input type="checkbox"/> Other (specify) _____				
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Burn	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Puncture	<input type="checkbox"/> Shock					
C. CAUSE OF INJURY (Mark all that apply)									
<input type="checkbox"/> Struck By	<input type="checkbox"/> Rubbed or Abraded	<input type="checkbox"/> Horseplay	<input type="checkbox"/> Caught In, Under, or Between	<input type="checkbox"/> Contact with Temperature					
<input type="checkbox"/> Struck Against	<input type="checkbox"/> Contact with Cautious, Toxic, or Noxious	<input type="checkbox"/> Repetitive Motion	<input type="checkbox"/> Inhaled Toxic or Noxious Substance	<input type="checkbox"/> Overexertion					
<input type="checkbox"/> Contact with Electric Current	<input type="checkbox"/> Fall from Elevation	<input type="checkbox"/> Fall from Same Level	<input type="checkbox"/> Other (specify) _____						
D. DEGREE OF INJURY AT TIME OF AWARENESS:									
<input type="checkbox"/> Non-disabling	<input type="checkbox"/> Temporary Disability	<input type="checkbox"/> Permanent	<input type="checkbox"/> Death						
E. PERSONAL PROTECTIVE EQUIPMENT: Was personal protective equipment worn at the time of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No									
What type of protective equipment was used? _____									
V. Narrative: Briefly describe incident, include surrounding conditions, actions, tools and equipment involved									
VI. Corrective Action Taken: Describe what measures have been taken to correct the conditions leading to incident									
VII. Report Completed By:									
Signature & Title: _____									
Signature of Principal (Date): _____									
Signature of Safety & Health Designee (Date): _____									

**APPENDIX B**  
**Field Descriptions for the Incident Reporting Form for Vocational-Technical Education  
Programs and Structured Learning Experiences**

<b>SCHOOL DISTRICT INFORMATION</b>	
<b>Form Field</b>	<b>Description</b>
County:	Name of County
CO:	County Code. A complete list codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a>
District:	Name of District
DIST	District Code. A complete list of codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a>
School:	School name and code. A complete list of codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a>

<b>I. INCIDENT INFORMATION</b>	
<b>Form Field</b>	<b>Description</b>
A. Person Injured	Name of person injured
B. Male or Female	Sex of person injured
C. Student, Staff or Other	Position held by person injured B Specify other if applicable
D. Incident Took Place	Location where person was injured B At School; At Job Site; or during Travel to/from Job Site
E. Injured person sent to	Person or location where treatment was provided B Doctor or Hospital
F. Grade	Grade of person injured B K-6; 7; 8; 9; 10; 11; 12 or Adult
G. Age	Numeric age of person injured
H. Did incident occur on school property?	Location of incident B Yes or No
I. Actual hours in school on day of injury	Complete only if incident occurred off school property
J. Actual hours at work on day of injury	Complete only if incident occurred off school property
K. Type of Business Location	Complete only if incident occurred off school property, name of employer/business and address
L. Student Job Title	Complete only if incident occurred off school property, Job Title of student at worksite



<b>II. TYPE OF VOCATIONAL-TECHNICAL EDUCATION PROGRAM/STRUCTURED LEARNING EXPERIENCES</b>	
<b>Form Field</b>	<b>Description</b>
A. Career Cluster (one only)	Career cluster associated with the incident. One of these must be checked. Do not check Education & Training Services unless the person is involved in a vocational-technical education program, career orientation course or structured learning experienced associated with this cluster. See Glossary for definitions.
B. CIP Code/Program	Classification of Instructional Program (CIP) code for vocational-technical education program or course in which incident occurred, if appropriate. A complete listing of CIP codes can be found at ( <a href="http://nces.ed.gov/pubs2002/cip2000/">http://nces.ed.gov/pubs2002/cip2000/</a> ).
C. Enrollment in CIP Code	Total number of students enrolled in CIP related to injury or illness in your district
D. Structured Learning Experience (one only)	If applicable, the structured learning experience associated with person receiving injury or illness
E. Did incident involve student with IEP?	Indicate if person injured or suffering illness was on an Individualized Education Program (IEP)

<b>III. DESCRIPTION OF INJURY</b>	
<b>Form Field</b>	<b>Description</b>
A. Part of Body Injured	Parts of body involved in injury or illness; mark as many as apply
B. Apparent Nature of Injury	Nature of injury or illness; mark as many as apply
C. Cause of Injury	Cause of injury or illness; mark as many as apply
D. Degree of Injury	Severity of injury or illness; mark only one (see definitions)
E. Personal Protective Equipment	Use of personal protective equipment at time of incident B Yes or No; If yes, describe personal protective equipment used

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<b>IV. DATE AND TIME OF INCIDENT</b>	
<b>Form Field</b>	<b>Description</b>
Month	Numeric representation of month from 1 to 12
Day	Numeric representation of day of month from 1 to 31
Year	Year of incident
Hour	Hour when incident occurred from 1 to 12
Minute	Minute when incident occurred from 1 to 60
AM/PM	Self explanatory

<b>V. NARRATIVE</b>
Briefly describe the incident, including surrounding conditions, actions, tools and equipment involved. Include an additional page if more narrative space is needed. Sufficient detail should be provided to give a clear picture of what happened.

<b>VI. CORRECTIVE ACTION TAKEN</b>
Describe what measures have been taken to correct the conditions leading to the incident. It is assumed that every incident can be prevented. Every incident should be investigated and the root cause of the incident identified and corrected. The root cause is the one single event that caused the incident and should have been prevented. Not applicable (N/A) or blank is not an acceptable response.

<b>VII. REPORT COMPLETED BY</b>
Self explanatory

## Appendix C

### Glossary

**Agriculture & Natural Resources Career Cluster (Agriculture, Food and Natural Resources):** The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. The following is a partial list of occupations that fall under this cluster: agriculture/farming; agricultural mechanics; agricultural technology; animal husbandry; crop production; environmental technology; food production; food processing and technology; greenhouse management; landscaping; natural resource occupations; nursery management; turf management; and veterinary technicians.

**Apprentice training** (*N.J.A.C. 6A:9-2.1*, NJDOE) means an employer-sponsored training program in which apprentices learn a skilled trade or technical occupation that is clearly identified and commonly recognized throughout an industry, and that is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training. Apprentice training involves manual, mechanical or technical skills and knowledge that requires a minimum of 2,000 hours of on-the-job work experience, with the precise number of hours depending on the complexity of the occupation, and requires related theoretical instruction to supplement the on-the-job training. Apprentice training programs are registered with the New Jersey Department of labor and Workforce Development and the U.S. Department of Labor, Bureau of Apprenticeship and Training, in compliance with 29 CFR ' ' 29.29 and 29.30.

**Arts & Communications Services Career Cluster (Arts, A/V Technology & Communications):** Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism and entertainment services. The following is a partial list of occupations that fall under this cluster: arts, A/V technology & communications; graphic communications; general dance; commercial & advertising art; commercial photography; cinematography & film/video production; communications technology; printing; and visual & performing arts.

**Business & Administrative Services Career Cluster (Business, Management & Administration):** Business management and administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. The following is a partial list of occupations that fall under this cluster: accounting technology/technician & bookkeeping; administrative assistant & secretarial science; general office occupations & clerical services; and entrepreneurship/entrepreneurial studies.

**Career Cluster** (*N.J.A.C. 6A:9-2.1, NJDOE*) means one of the vocational-technical program areas recognized nationally and by the New Jersey Department of Education. These include: 1) Agriculture, Food and Natural Resources; 2) Architecture and Construction; 3) Arts, A/V Technology and Communications; 4) Business, Management and Administration; 5) Education and Training; 6) Finance; 7) Government and Public Administration; 8) Health Science; 9) Hospitality and Tourism; 10) Human Services; 11) Information Technology; 12) Law, Public Safety and Security; 13) Manufacturing; 14) Marketing, Sales and Service; 15) Science, Technology, Engineering and Mathematics; and 16) Transportation, Distribution and Logistics.

**Career orientation education** (*N.J.A.C. 6A:9-2.1, NJDOE*) means programs which assist students to clarify career goals, explore career possibilities, develop employability skills and make the transition between school and work.

**CIP Code** means Classification of Instructional Programs code compiled by the National Center for Educational Statistics. A complete listing of CIP codes can be found at <http://nces.ed.gov/pubs2002/cip2000/>

**Construction Career Cluster (Architecture & Construction):** Careers in designing, planning, managing, building and maintaining the built environment. The following is a partial list of occupations that fall under this cluster: air conditioning and refrigeration; brick & stone masonry/tile setting; building maintenance; cabinet making/millwork; carpentry; custodial training; construction technology; drywall taping and finishing; drafting and design technology; electrical trades electricity; electronics; glazing; heating, ventilation, air conditioning and refrigeration; heating and ventilation; millwrights; mason; painting and decorating; plumbing and pipefitting; stationary engineering; sheet metal work; upholstering; and welding.

**Cooperative Education** (*N.J.A.C. 6A:19-1.2, NJDOE*) means a component of a vocational-technical education program by which individuals receive work-based instruction through written cooperative arrangements between a district and employers. This instruction may include required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. Such alternation shall be planned and supervised by the district and employer so that each contributes to the education and employability of the individual.

**County Code** means a two-digit numeric code assigned by the New Jersey Department of Education unique to each county in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at <http://www.state.nj.us/njded/directory/>

**Course** (*N.J.A.C. 6:19-1.2, NJDOE*) means an organization of subject matter and related learning experiences designed to meet a vocational objective provided for the instruction of pupils on a systematic basis, usually for a predetermined period of time.

**District Code** means a four-digit numeric code assigned by the New Jersey Department of Education unique to each school district in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at <http://www.state.nj.us/njded/directory/>

**Education and Training Services Career Cluster:** Planning, managing and providing education and training services and related learning support services.

**Financial Services Career Cluster:** Planning, services for financial and investment planning, banking, insurance, and business financial management.

**Health Services Career Cluster (Health Sciences):** Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. The following is a partial list of occupations that fall under this cluster: certified nurse aid; dental assisting; emergency medical technicians; medical assisting; medical laboratory technicians; ophthalmic medical assisting; nursing assistants; phlebotomist/venipuncture technicians; practical nursing; surgical technologists; home health aide/home attendant; and veterinary/animal health technology/technician & veterinary assistant.

**Hospitality & Tourism Career Cluster:** Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services. The following is a partial list of occupations that fall under this cluster: baking; building maintenance; chef preparation; cook/food prep; culinary arts; custodian; food preparation and services; and laundering, cleaning and pressing.

**Human Services Career Cluster:** Preparing individuals for employment in career pathways that relate to families and human needs. The following is a partial list of occupations that fall under this cluster: family & consumer sciences/human sciences; housing & human environments; adult development & aging; child care & support services management; human development, family studies & related services; consumer service technology; family & consumer sciences/human sciences; job seeking/changing skills; and career exploration/awareness skills.

**Incident** means an injury or illness resulting from school-sponsored activities. The incident is reportable if the incident requires treatment by a physician and is associated with any of the following: a vocational-technical education program, a vocational-technical education course, a career-orientation course, a structured learning experience on or off school property; and travel to and from any off-premises training sites.

**Individualized Education Program (IEP)** (*N.J.A.C. 6A:14-1.3, NJDOE*) means a written plan developed at a meeting according to *N.J.A.C. 6A:14-2.3(i)2* which sets forth present levels of

performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary to achieve the stated goals and objectives. This plan shall establish the rationale for the student=s educational placement, serve as the basis for program implementation and comply with the mandates set forth in this chapter.

**Information Technology Services Career Cluster:** Building linkages in IT occupations framework: For entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services. The following is a partial list of occupations that fall under this cluster: digital communications & media/multimedia; prepress/desktop publishing & digital imaging design; computer programming/programmer; web page, digital/multimedia & information resources design; computer systems networking & telecommunications; and telecommunications technology/technician.

**Internship** (*N.J.A.C. 12:56-18.1, NJDOL*) means a program of study for a student which includes supervised practical training. **NOTE:** Internships may be paid or unpaid structured learning experiences and may occur in hazardous and non-hazardous occupations, as per NJDOE and NJDOL requirements.

**Job Shadowing** (*N.J.A.C. 12:56-18.1, NJDOL*) means the process by which a student determines by observation, interview and study the pertinent information related to an occupation. Information can include such factors as qualifications for employment, functions performed, necessary skills and knowledge, equipment and material used, and physical demands and working environment.

**Legal and Protective Services Career Cluster:** Planning, managing, and providing legal, public safety, protective services, homeland security, including professional and technical support services. The following is a partial list of occupations that fall under this cluster: emergency medical technicians; fire science; law enforcement; criminal justice/police science; security & loss prevention services; and security & protective services.

**Logistics, Transportation & Distribution Services Career Cluster (Transportation, Distribution and Logistics Services):** Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance. The following is a partial list of occupations that fall under this cluster: aircraft technology; automotive technology; aviation and instrumentation; custodian; collision repair technology; diesel mechanic; distribution & logistical services; electronics technology; heavy duty equipment technology; highway technology; marine trades technology; small engine technology; transportation, distribution & logistics; heavy equipment maintenance technology/technician; and autobody/collision & repair technology/technician; and automobile/automotive mechanics technology/technician.

**Manufacturing Career Cluster:** Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support

activities such as production planning and control, maintenance and manufacturing/process engineering. The following is a partial list of occupations that fall under this cluster: apparel and textile production; assembly machine operators; audio/visual equipment repair; computer integrated manufacturing systems; electronics trades; electrical trades; laundering, cleaning and pressing; machine shop; maintenance mechanics; office machine repair; sheet metal technology; stationary engineering; tool and die making; upholstering; and welding.

**Non-disabling** means an injury or illness that does not result in any permanent or temporary disability and the person injured or suffering an illness can continue to do all activities associated with school or work. The person can return to classes/work immediately.

**Permanent Disability** means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work forever. The injury or illness is not reversible and the person will never recover completely.

**Personal Protective Equipment (PPE)** is equipment such as gloves, hard hat, respirator, safety glasses, face shield, etc. worn by a person to protect against exposure to a safety and/or health hazard.

**Public Administration/Government Services Career Cluster:** Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.

**Safety and Health Designee** (*N.J.A.C. 6A:19-10.2, NJDOE*) is the person or persons required by regulation who is appointed by the school board to implement the approved safety and health program for the school or district. The Designee may not be the chief executive or chief administrative officer.

**School-Based Enterprise** (P.L. 103-239, The School-to-Work Opportunities Act) means [*school-based activities undertaken to*] assist students in developing the competencies needed to own and manage an enterprise/business. Students maintain complete and accurate records as they work at the enterprise site on a weekly basis.

**School Code** means a three-digit numeric code assigned by the New Jersey Department of Education unique to each school within a district in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at <http://www.state.nj.us/njded/directory/>

**Science Research and Technology Services Career Cluster (Scientific Research, Engineering and Technical Services):** Planning, managing, and providing scientific research

and professional and technical services (e.g. physical science, social science, engineering) including laboratory and testing services, and research and development services. The following is a partial list of occupations that fall under this cluster: chemical technology; electrical technology; electronic technology; engineering technology; instrumentation technology; laboratory technology; metallurgical technology; marine science; and power plant technology

**Structured Learning Experience (SLE)** (*N.J.A.C. 6A:19-1.2, NJDOE*) means experiential, supervised educational activities designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions. A structured learning experience may be either paid or unpaid, depending on the type of activities in which the student is involved. All structured learning experiences must adhere to applicable State and Federal child labor laws and other rules of the State Departments of Education and Labor. Structured learning experiences may include, but are not limited to: (1) Apprenticeships; (2) Community service; (3) Cooperative education; (4) Internships; (5) Job shadowing; (6) School-based enterprises; (7) Volunteer activities; (8) Vocational student organizations; and (9) Work Experience Career Exploration Program (WECEP).

**Temporary Disability** means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work for one day or more. The injury or illness, however, is reversible and the person will eventually recover completely with out any limitations for doing any future activities associated with school or work.

**Vocational student organizations** (*N.J.A.C. 6A:9-2.1, NJDOE*) means those organizations for students enrolled in vocational-technical education programs which engage in activities as integral parts of the appropriate instructional programs. Such organizations may have State and national units which complement the development of leadership and career-related competencies in vocational-technical education at the local level.

**Vocational-technical education** (*N.J.A.C. 6A:9-2.1, NJDOE*) means an organized educational program that offers a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors. It includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of individuals. Its main purposes are to: 1) Provide individuals with the skills they need to attain economic freedom; and 2) Enhance the productivity of national, State, and local economies.

**Vocational-technical education program** (*N.J.A.C. 6A:9-2.1, NJDOE*) means a sequence of academic and vocational courses designed to provide students with the industry-based skills and



knowledge needed to gain employment in a particular occupation or career area or to pursue further education at the post-secondary level.

**Wholesale/Retail Sales and Services Career Cluster:** Planning, managing, and performing marketing activities to reach organizational objectives. The following is a partial list of occupations that fall under this cluster: cosmetology/cosmetologist; home furnishings & equipment installers; apparel & textile marketing management; appliance installation & repair; mechanics/installers/repairers technology; sales, distribution & marketing operations; and vehicle & vehicle parts & accessories marketing operations.

**Work Experience Career Exploration Program (WECEP)** (*N.J.A.C. 6A:19-1.2, NJDOE*) means a school-to-career or college transition program designed for at-risk students who have experienced substantial difficulties with a standard classroom environment and schedule. Pursuant to the requirements of 29 C.F.R. Part 570, the program allows for the employment of minors between the ages of 14 and 16 in a school supervised, school administered work experience program for up to 23 hours per week, when school is in session and for no more than three hours in any one day. Indicators of program success include number of participants, academic improvement, improvement in attendance and retention in school beyond the age of 16.